



CITY OF HOUSTON

City of Houston Inspections & Public Services (CHIPS)

7125 Ardmore, Houston, TX 77054

MAIN: 832-394-0600

FAX: 832-394-0643

OPEN RECORDS REQUEST

- ☐ Request is submitted to REVIEW the file for the following property:

- ☐ Request is submitted for COPIES from the file for the following property:

Copies requested: _____

- ☐ Request is submitted for a list of properties that have received violation notices regarding their building (The most recent list will be provided unless otherwise requested)
- ☐ Request is submitted for a list of properties that have hearing orders (The most recent list will be provided unless otherwise requested)
- ☐ Other request: _____

Applicable charges will apply. Responses will be provided within 10 business days. For questions, please call 832-394-0600.

Requestor Name (please print): _____

Requestor Address (please print): _____

Requestor Telephone: _____

Requestor Email: _____

Signature: _____ Date: _____

Date received: _____

Copy fee \$: _____

Initials: _____

Date information provided: _____

Tracking Number: _____

Other: _____

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